TOWNSHIP OF NUTLEY ADDITION CHECKLIST

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PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING TO COMPLEXITY OF PROJECT!!

1. Need a copy of contractor’s current Home Improvement card. **Applications will not be accepted without this information.**

2. Need a current sealed survey plus two (2) copies of the survey with addition drawn to scale and setbacks to property lines shown. Must be separate from plans.

3. Need three (3) sets of construction plans.

4. Need to fill out applicable sub-code sections. Contractors must sign applications and Electric and Plumbing subcode sections must have contractor’s raised seal.

5. Need homeowner’s plan certification section of application completed – unless plans are drawn by a New Jersey registered architect.


7. Show wired smoke detector and carbon monoxide detector locations proposed on the floor plan.

8. Need to contact Soil Conservation for an Application at 973-364-0786 for all additions with soil disturbance over 3500 square feet. Their e-mail is: information@hepscd.org.

9. Square footage and cubic footage of existing home.

10. Square footage and cubic footage of new addition.

11. If addition and alteration, breakdown of estimate costs for addition and/or alterations

12. Manufacturers specifications on new boilers, hot water heaters, fireplaces and HVAC. Venting location must be clearly marked on the plans.

13. Chimney certification for installation of any fuel-fired appliance

14. Passaic Valley Sewerage Connection Application and review. Fees must be paid to Passaic Valley Sewerage Commission prior to permit being issued. (if applicable)

15. Council of Affordable Housing requirements are in effect for residential additions exceeding 50% of the existing footprint. If applicable, deposit must be paid prior to the permit being issued.
As of August 20, 2007 a low voltage alarm system may no longer be the sole alarm system in a building

- If a low voltage system is existing and you want to build an addition, the low voltage system cannot be extended. You must install a complete 110V interconnected system in the new addition as per the requirements below.

- If the addition is at least 5% of the footprint of the house, all levels of the house must be hardwired. The new addition only has to be hardwired if there is a bedroom. If the new addition is not a bedroom, you are required to hardwire all levels of the existing house with a 100V interconnected system.

- If the addition is 25% of the footprint of the house, a complete 110V interconnected system in each new / existing bedroom plus all levels of the house must be installed.